

Bulletin Number	14663BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	WAREHOUSE WORKER AID
Exam Number	R2329J
Filing Type	Open Continuous
Filing Start Date	01/15/2013
Salary Type	Monthly
Salary Minimum	2493.00
Salary Maximum	3257.45
Position/Program Information	<p>Performs a combination of routine, manual and supply-clerical duties. Positions allocable to Warehouse Worker Aid typically report to a higher level warehouse worker and perform duties related to handling materials and supplies. Positions allocable to this entry-level class assist higher level warehouse workers by principally performing the manual tasks normally associated with a supply operation. They also assist in the clerical phases of that operation. Incumbents must have the ability to perform simple addition, subtraction, multiplication and division, read and follow simple instructions, policies, and procedures and use basic keyboarding skills in accessing, retrieving, and entering warehouse information on video display terminals using established data bases and commonly used software programs.</p>

APPLICATIONS WILL BE ACCEPTED STARTING TUESDAY, JANUARY 15, 2013 AT 8:00 A.M.

FILING WILL BE SUSPENDED AFTER THE FIRST 300 APPLICATIONS ARE RECEIVED OR ON THURSDAY, JANUARY 17, 2013, WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.

Essential Job Functions	<p>Loads and unloads trucks and may operate specialized equipment such as forklifts for the handling of heavy materials. Unpacks supplies while checking descriptions, amounts, and identification numbers. Places supplies into appropriate warehouse or storeroom locations and checks existing inventories for current levels and discrepancies. Interface with vendors delivering purchased supplies to user work units as needed. Fills requisitions and issues supplies, including the packing, addressing, weighing, and marking for postage when required. Accesses video display terminals to look for location of materials, check shelf quantities, obtain general item descriptions, or trace back orders. Posts issues and receipts to bin cards or other documents. Dispenses gas and oil and charges to appropriate vehicle and department. Checks markings on supplies received against purchase orders or other documents, in cases not involving difficult identification problems, to determine that there is agreement in quantity and kind and that there is no obvious damage. Issues and checks tools and equipment used by work crews. Participates in the taking of supply or equipment inventories. Perform custodial and minor gardening work in keeping storage facilities and adjoining yard areas in a clean and orderly condition as needed. Oversees a small and specialized stockroom with a limited variety and number of line items with responsibility for the receiving and checking of merchandise and the performance of simple supply-clerical tasks such as the taking of physical inventories or posting to bin cards, however not involving responsibility for the replenishment of supplies or the establishment of stock levels as needed. Provide general and technical direction to inmates or County employees in materials-handling activities as needed. Drive a truck in picking up or delivering supplies or in hauling debris as needed. Transports shipments and/or salvage or surplus materials by operating a light truck (e.g., pickup, bobtail, flatbed, or cargo van) according to established County procedures and in full compliance with motor vehicles code requirements in order to deliver requisitioned materials, files and documents, retrieve needed stock, or dispose of discarded materials.</p>
Requirements	MINIMUM REQUIREMENTS: No training or experience is required.
Physical Class	Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.
License(s) Required	A valid California Class C Driver License may be required to perform the job-related essential functions of some positions in this class.
Special Requirement Information	<p>License Information: Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.</p>

Examination
Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, achievement and orientation, dependability, customer service potential, customer focus, conscientiousness, and retention.

NOTE: Applicants that have taken identical written tests for other exams (e.g., Clerical Series, Exam No. 221; Forensic Attendant, Exam No. 237; Head Clerk, Exam No. 181; Intermediate Supervising Clerk, Exam No. 157; Payroll Clerk I, Exam No. R1331E; Payroll Clerk II, Exam No. R1334E; Secretary I, Exam No. R2094E; Secretary II, Exam No. R2095F; Secretary III, Exam No. R2096E; Secretary IV, Exam No. R2097E; Secretary V, Exam No. R2098F; Senior Clerical Series, Exam No. 123; Senior Secretary I, Exam No. R2100B; Senior Secretary II, Exam No. R2101F; or Senior Secretary III, Exam No. R2102K) within the last 12 months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who have not participated in the above mentioned exams and are also concurrently applying for Procurement Aid, Procurement Assistant I, Procurement Assistant II, Warehouse Worker I, and Warehouse Worker II will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

THE WRITTEN TEST IS TENTATIVELY SCHEDULED TO BE ADMINISTERED STARTING FEBRUARY 6, 2013.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Applicants must receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible Register.

ALL NOTIFICATIONS WILL BE MAILED VIA UNITED STATES POSTAL SERVICE (USPS).

Special
Information

TEST PREPARATION RESOURCES ARE
AVAILABLE TO HELP CANDIDATES PREPARE
FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy
Information

The resulting eligible register will be used to fill vacancies in various departments in the County of Los Angeles as they occur.

Eligibility
Information

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN
ONCE EVERY 12 MONTHS.**

Available Shift

Any

Application and
Filing Information

ONLINE FILING INSTRUCTIONS: Applicants are required to submit a standard Los Angeles County Employment Application online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person. Applicants must submit their applications by 5:00 pm, PST, on the last day of filing.

APPLICATION INSTRUCTIONS: Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned . All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

TO APPLY ONLINE PLEASE CLICK THE LINK BELOW:

https://jobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=2508&sited=5045&areq=14663BR

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

SOCIAL SECURITY NUMBER : All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click

on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	(213) 738-2084
Department Contact Email	rlowery@dhr.lacounty.gov
ADA Coordinator Phone	213-738-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Warehouse and Inventory Control
Job Type	All Others